



Wyoming Department of Education

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MEMORANDUM NO. 2012-121

TO: School District Superintendents
WISE Coordinators
Business Managers
Personnel Directors

FROM: Susan Williams
Data Collection and Reporting Supervisor – WDE602 Data Steward
Information Management Division

DATE: August 27, 2012

SUBJECT: FALL 2012 WDE602 – WISE SCHOOL DISTRICT STAFF MEMBER COLLECTION

The Wyoming Department of Education (WDE) is announcing the Fall 2012 WDE602 – WISE School District Staff Member data collection.

This memorandum will provide details on:

- General Information about the WDE602
- The changes made to this collection
- The scheduled Wyoming Equality Network (WEN) video training
- The firm data correction timeline for this data collection.

General Information about the WDE602 Collection

What is the WDE602 data collection?

The WDE602, or fall staffing collection, collects statistics on all staff members within each school district. The collection consists of six separate data files. The six files are: 1) Staff/Employment, 2) Assignment, 3) Experience, 4) Education 5) Schedule Header, and 6) Salary Schedule.

The Staff/Employment file collects information on the staff members' demographics and current employment status within the school district. The elements within the Assignment file collect information on the staff members' current duties. Experience records are added for new employees and employees working in new experience groups. The Education file collects post-secondary and Praxis II information on all

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principals, assistant principals, teachers, tutors and instructional facilitators. The Schedule Header provides information on the construction of each district's salary schedule. The Salary Schedule contains a salary distribution for those staff members that are on that particular schedule.

Changes to the WDE602 Collection

How is this Year's WDE602 Collection Different from last year?

- We have eliminated the Extra Salary Reason codes:
 - MY – Mid-Year Salary Schedule Step Increase
 - AS – Additional Pay for Individual Who No Longer Fits on the Salary Schedule.
- We have added the Extra Salary Reason codes:
 - GC – Moving Stipend
 - SW – Sabbatical Pay
- We have changed business rule R4934 from a warning to a fatal error. This means that districts must include an education record for all teachers, tutors, instructional facilitators, and principals, excluding native language teachers, and some vocational assignments for which PTSB issues PICs.

Information on the WDE602 Training

When is it?

The WDE602 training will be held on **Thursday, September 13, 2012 from 2:00 p.m. to 3:50 p.m.** via the WEN.

Who Should Attend?

Both technical and content personnel should attend this training. WDE recommends that each WISE Coordinator attend, along with the person(s) responsible for completing the WDE602 data collection.

What is the Agenda?

The agenda will include review of collection reference materials such as the reportable combinations hand out, guidebook, and data elements; teaching districts how to access and fully utilize the Wyoming Department of Education materials.

Along with details on the submission process, a portion of the presentation will focus on content-based Frequently Asked Questions (FAQ). The questions, along with the corresponding answers, will be presented in the training. Content personnel will also

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be available to answer any additional content questions that district personnel may have.

When to Sign Up?

If you are interested in joining this training, please contact your local high school or community college and ask their local WEN Video scheduler to sign up your site.

Information on the WDE602 Data Collection Timeline

When is the Collection Window?

The data collection window is from October 1 through October 26, 2012. The fall 2012 WDE602 data collection is due on or before October 26, 2012 by 5:00 P.M. The collection will be submitted through the SRM on the WISE data system. It is recommended that districts attempt to submit their data no later than October 22nd to give them time to correct any errors that may occur in the SRM.

Where are the Collection Documents Posted?

All collection documents including the training slides will be available on the WISE website by Monday, September 10th. You can access the WISE website at:
<http://portals.edu.wyoming.gov/wise/>.

What is the Data Correction Timeline?

After the data is submitted the WDE602 steward will contact districts via email if there are errors to be corrected. It is requested that all errors be promptly fixed within two weeks of receipt in order to give WDE staff time to complete the Newspaper Report and Statistical Series #2 reports.

Please note, only the district's WDE602 contact can make corrections to the finalized fall 2012 WDE602 data.

Why Do We Need a Data Correction Deadline?

Corrections to the fall 2011 WDE602 data are restricted to a firm timeline in order to meet the deadlines of the various reporting purposes. The WDE602 data are used for, but not limited to, the Statistical Report Series #2, the Newspaper Report, and the Wyoming funding model. It is imperative these data are accurate and submitted on time so the WDE can meet its reporting requirements.

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Who to Contact for More Information?

If you have any questions regarding the WDE602 content or submission in the SRM, please contact Susan Williams at 307-777-6252 or susan.williams@wyo.gov

If you have any questions about the WISE project, please contact Leslie Zimmerschied at 307-777-8751 or leslie.zimmerschied@wyo.gov

Cc: Staffing Contacts

